



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MEETING PACKET**

**Thursday, October 1, 2020**



## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING AGENDA

Notice is hereby given of a meeting of the Missouri City Community Development Advisory Committee to be held on **Thursday, October 1, 2020; at 6:00 p.m. in the Planning Conference Room of the Development Services Building (between City Hall and the Community Center)**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The Committee reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

### NOTICE REGARDING PUBLIC PARTICIPATION

Due to the COVID-19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting.

This meeting will be available to members of the public and allow for two-way communications for those desiring to participate. Any person interested in speaking on any item on the agenda must notify the City by one of the following methods before 4:00 p.m. on the day of the Community Development Advisory Committee meeting:

1. Email or call the Planning Division at [planning@missouricitytx.gov](mailto:planning@missouricitytx.gov) or 281-403-8541 or by contacting the Director of Development Services at [otis.spriggs@missouricitytx.gov](mailto:otis.spriggs@missouricitytx.gov) or by calling 281-403-8661; Contact the CDBG Coordinator, Ami Moore at [ami.moore@missouricitytx.gov](mailto:ami.moore@missouricitytx.gov) or by calling 281-403-8628, in advance of guest speaker deadline.

The request must include the speaker's name, address, email address, phone number and the agenda item number.

Attendees may join the CDAC Zoom Meeting by clicking or entering the following:  
<https://us02web.zoom.us/j/82696489737?pwd=TUk0UGU5OGpvVVpMZG5iRUZmNmZkZz09>

Topic: MCTX CDAC Zoom Meeting  
Time: October 1, 2020 06:00 PM Central Time (US and Canada)

Meeting ID: 826 9648 9737  
Passcode: 553209  
Dial by your location  
**+1 346 248 7799** US (Houston)

To access the meeting agenda packet in PDF format, the public may access the following link:  
<https://www.missouricitytx.gov/957/Community-Development-Advisory-Committee>.

1. Roll call.
2. Consider approving the minutes from the July 16, 2020 Community Development Advisory Committee meeting.
3. **Update on the Housing Rehabilitation Program**

**4. Community Development Block Grant Program Action Plan Process:**

- a.) **Program Year 2019 Action Plan amendment:** CDBG COVID-19, Coronavirus Aid, Relief, and Economic Security (CARES) Act
  - 1. CARES Act funding allocation for Missouri City: Set priorities of the Program Year 2019 Action Plan amendment and funding activity selections.
- b.) **Program Year 2020 Action Plan:**
  - 1. Consider approval of CDBG Program Year Action Plan Public Service and Non-Public Service Activities.
  - 2. Future CDAC agenda scheduling and public hearing schedule

**5. Project Updates:**

- a. CARES Act: Updates for City of Missouri City, Harris County and Fort Bend County Small Business Recovery Fund, Rent, Mortgage and Utility Assistance Programs
- b. Code Enforcement: Quarterly Update Reports

**6. Public Comment.**

**7. Adjourn.**

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending Missouri City Community Development Advisory Committee meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Ami Moore at 281.403.8628.

**CERTIFICATION**

I certify that a copy of the October 1, 2020, agenda of items to be considered by the Missouri City Community Development Advisory Committee was posted on the City Hall bulletin board on: September 28, 2020 at 4:30 PM.

---

I certify that the attached notice and agenda of items for consideration by the Missouri City Community Development Advisory Committee was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2020.

---



## **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING MINUTES**

**July 16, 2020, 6:00 PM**

The Community Development Advisory Committee met virtually on July 16, 2020 at 6:00 PM on Zoom Conference, Planning Conference Room of the Development Services Building (between City Hall and the Community Center), 1522 Texas Parkway, Missouri City, Texas with the following in attendance on Zoom conference:

- Monica Rasmus, Committee Chairperson
- Chris Preston, Mayor Pro Tem, Committee member
- Jeffrey Boney, Council member : Committee member
- Bertha Eugene, Committee member
- Angie Young, Committee member
- Cheryl Sterling, Council member : Committee member
- Zelia Brown, Committee member

Also in attendance were City staff representatives: James Santangelo, Assistant City Attorney/Prosecutor; Otis Spriggs, Development Services Director; Egima Edwards, Planning

### **1. Roll call:**

Vice Chair Monica Rasmus called the meeting to order at 6:00 P.M.

### **2. APPROVAL OF THE JULY 9, 2020 MEETING MINUTES:**

Vice Chair Monica Rasmus introduced the July 9, 2020 minutes for the Community Development Advisory Committee for additions or corrections.

### **Motion:**

A motion was made by Council Member Jeffrey Boney to approve the minutes for July 9, 2020; the motion was seconded by Committee member Bertha Eugene.

### **The vote was as follows:**

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committee member Young  
Committee member Eugene; Councilmember Boney; Chairperson Rasmus; Committee member Brown

Motion Carried.

**3. Consider ratifying the July 9, 2020 CDAC decision to extend the Program Year 2020 scholarship application period until August 7, 2020.**

**Motion:**

Council Member Sterling made a motion to ratifying the July 9, 2020 CDAC decision to extend the Program Year 2020 scholarship application period until August 7, 2020. Motion was seconded by Committee Member Eugene

**The vote was as follows:**

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committee member Young  
Committee member Eugene; Councilmember Boney; Chairperson Rasmus; Committee member Brown

Motion Carried.

**4. Update on the Housing Rehabilitation Program:**

a) Consider change order for Housing Rehab Project

i. Viola Abrams, 506 Reedwood Drive: Final Change Order/Scope of Work

The Section c.1. Cosmetic improvement text was read:

**Motion:**

Committee member Zelia Brown made a motion to approve the change order as recommended by staff. Motion was seconded by Council Member Sterling.

**The vote was as follows:**

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committee member Young  
Committee member Eugene; Councilmember Boney; Chairperson Rasmus; Committee member Brown

Motion Carried.

**5. Community Development Block Grant Program Updates:**

a) Program Year 2020 Action Plan:

1. Consider approval of CDBG Program Year Action Plan Public Service and Non-Public Service Activities.

2. Future CDAC agenda scheduling and public hearing schedule

b) Program Year 2019 Action Plan amendment: CDBG COVID-19, Coronavirus Aid, Relief, and Economic Security (CARES) Act

1. CARES Act funding allocation for Missouri City: Set priorities of the Program Year 2019 Action Plan amendment and funding activity selections.

Staff requested consensus from committee to move forward with the HUD Waivers available. Consensus was expressed from the Committee with submitting for the extension which would make extend the Action Plan deadline until August, 2021.

**Ayes:** Councilmember Sterling; Mayor Pro Tem Preston; Committee member Young  
Committee member Eugene; Councilmember Boney; Chairperson Rasmus; Committee member Brown

**6. Project Updates:**

- a. CARES Act: Updates for Harris County Small Business Recovery Fund and Fort Bend County Rent, Mortgage and Utility Assistance Program
- b. Code Enforcement: Quarterly Update Reports

Mr. Spriggs gave a brief update on programs being managed by both County entities.

**7. Public Comments.**

No Comments.

**8. Adjourn.**

Chair adjourned the meeting at 6:14 p.m.

---

Monica Rasmus, Chairperson



## Agenda Item Cover Memo October 1, 2020

**To:** Community Development Advisory Committee  
**Agenda Items:** Project Updates: Housing Rehab  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

### SYNOPSIS

The City of Missouri City is currently underway with its Program Year (PY) 2019 projects. The status for housing rehabilitation and other projects are provided below. No action is required on this item.

### BACKGROUND

#### HOUSING REHAB:

##### In Progress:

Evelyn Johnson, 3328 Palm Desert; (95% Complete)

Viola Abrams; Staff has been working on scheduling a date to finish the work; homeowner advised she is not available until after October 12, 2020.

Vesser Mason, 906 Manorglen; We have all requirements to start including a contract with Habitat for Humanity but need to recertify for income. We have reached out and sent letters and are currently waiting for a response.

##### In queue to be started:

Audra Harrison 3423 Meadowview drive; Environmental needed before scheduling with contractor

Brenda Lang 3506 Samuel Adams Ln; Environmental needed before scheduling with contractor

Mozelle Simpson 647 Stephanie Dr; Environmental needed before scheduling with contractor

The current plan is to meet with contractors (H.F.H., Santex) and discuss getting multiple rehabs on the schedule to start catching up.

**Other:** Scholarships applications for 2020: We received three (3) Applications for the scholarships. Staff received requests for help from members of the community for small tasks for their home. We have been working on compiling a list of resources to help them where we currently do not have funding resources.

### FISCAL ANALYSIS

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

### SUPPORTING MATERIALS

None.

### STAFF'S RECOMMENDATION

Staff recommends the CDAC Committee receive this report and direct staff on any items that need further.



## Agenda Item Cover Memo October 1, 2020

**To:** Community Development Advisory Committee  
**Agenda Items:** **4(a). Program Year 2019 Action Plan amendment:** CDBG COVID-19 Coronavirus Aid, Relief, and Economic Security (CARES) Act  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

### SYNOPSIS

This item is a request that the CDAC approve the CARES act funding program amendment

### BACKGROUND

**CDBG COVID-19 CARES ACT-** The funding allocation for Missouri City is: **\$428,210.00:** B-20-MW-48-0040, CDBG-CV.

Staff is requesting a discussion by the CDAC of recommendation of program activities to expend emergency CARES ACT funding and amend PY2019 Action Plan.

#### **Uses of the Coronavirus Aid, Relief, and Economic Security Act (“CARE ACT “) “Coronavirus Relief Funds”**

- The funds can be used to cover costs that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- To respond directly to the emergency, such as by addressing medical or public health needs,
- Expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.
- Were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and
- Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

#### **Below are possible project types that can be funded that were previously discussed by the CDAC:**

- a. **Small Business** Stabilization Grant
- b. Supplement existing sub-recipients, such as Meals on Wheels
- c. Youth Educational Programs, Educational Supply Funding
- d. Domestic Violence Assistance; Assist in domestic violence related location services (work program with PD)
- e. Recreational or Summer Season Programming for Youth
- f. **Temporary rent mortgage /utility assistance/** voucher (3 month max)
- g. Food Bank Assistance/ Food Security Support
- h. Quarantine relocation reimbursement
- i. Rapid rehousing for the homeless
- j. Daycare vouchers

Over the last few months the City has developed programs to assist residents and small business owners during COVID-19 pandemic. Missouri City staff developed a survey to obtain citizen feedback on use of CARES Act funds. The survey was released on August 12, 2020 and closed on September 1st. During this period we received 180 responses from the public (Results Summary Document is attached).



On April 2, 2020, the City of Missouri City received notification of a special allocation to the City's U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) funds that will be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act will provide \$428,210 (\$253,694-CDBG-CV3, 3<sup>rd</sup> Round; \$174,516-2<sup>nd</sup> Round) in Community Development Block Grant Coronavirus (CDBG-CV) funds to Missouri City. Similar to CDBG funding, CDBG-CV funds are to be used for activities that support the unique needs of low- and moderate-income persons who have been affected by COVID-19. It is important to note that some standard requirements have been adjusted for this special allocation e.g. there are no percentage caps for the distribution of CDBG-CV funding between different categories.

The CDBG and CDBG-CV program activities and projects must meet one of the three National Objectives:

- Benefit low to moderate income persons
- Aid in the prevention of slum and blight; or
- Meet an urgent community need (Disaster Relief)

Staff is recommending the following breakdown distribution of CARES Act CDBG-CV funding:

Activity Description	Funding Amount
Rental Mortgage Assistance Program Activity	\$139,105.00
Utilities Assistance Program Activity	\$139,105.00
Small Business Assistance Program Activity	\$150,000.00

Staff hopes to gain CDAC approval of funding recommendations on COVID-19 CARES Act programing from the Community Development Advisory Committee. The Legal Notice for the official public hearing will be scheduled before City Council for the Monday, October 19, 2020 agenda, and will be published in the local newspaper to announce to public comment period, and also an invitation to participate in the public hearing. Staff will also place notices on the CDBG Website:  
<http://www.missouricitytx.gov/947/Public-Notices>.

### **FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. Funds must be expended by December 30, 2020. No Fiscal Impact to the City, other than through a reimbursement process.

### **SUPPORTING MATERIALS**

1. CARES Act Funding Allocation Letter
2. Survey Results
3. PY2019 Action Plan Amendment Recommendations
4. Powerpoint Presentation-CARES Act/Council.

### **STAFF'S RECOMMENDATION**

Staff recommends "dovetailing" the City's already established projects, and providing the HUD allocated \$428,210 CARES Act Funding as additional resources to assist additional residents and businesses as already targeted.



ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-7000

September 11, 2020

The Honorable Yolanda Ford  
Mayor of Missouri City  
1522 Texas Parkway  
Missouri City, TX 77489-2170

Dear Mayor Ford:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department immediately allocated \$2 billion on March 27, 2020, the same day President Trump signed the Act, based on the fiscal year 2020 CDBG formula; this constituted the first round of CDBG-CV funds. Next, \$1 billion was required by the Act to be allocated to States and insular areas within 45 days of enactment of the Act; HUD accomplished this on May 11, 2020, and this constituted the second round of CDBG-CV funds. Finally, the remaining \$2 billion in CDBG-CV funds was required by the Act to be allocated to states and local governments at the discretion of the Secretary on a rolling basis; HUD accomplished this on September 11, 2020, and this constituted the third round of CDBG-CV funds. Additionally, up to \$10 million will be set aside for technical assistance.

Accordingly, this letter informs you that your jurisdiction's allocation for the third round is \$253,694. Your cumulative amount for all allocation rounds is \$428,210.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2019 and FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the HUD Secretary to grant waivers and alternative requirements of statutes and regulations the HUD Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent,

prepare for, and respond to coronavirus.

The CDBG CARES Act Federal Register Notice (FR-6218-N-01) was released on August 10, 2020. The notice describes the allocations and grant procedures applicable to the CDBG-CV grants. It also describes the program flexibilities, waivers, and alternative requirements that apply to the CDBG-CV grants as well as the fiscal year 2019 and 2020 CDBG grants. As further such flexibilities become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and the requirement that each grantee have adequate procedures to prevent the duplication of benefits (DOB). HUD will provide guidance and technical assistance on DOB, the prevention of fraud, waste, and abuse, and on documenting the impact of this program for beneficiaries.

Reminder, all CPD Grantees must ensure they maintain active Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. Entities must have an active and unexpired DUNS before execution of grant agreements to avoid delays in the obligation of funds- which will delay your ability to drawdown funds in the Integrated Disbursement & Information System (IDIS). Grantees are required to maintain an active SAMs registration by re-activating their DUNS number annually in the SAM system for the entire drawdown period of their grants. DUNS numbers can be registered and renewed each year at the following website: <https://www.sam.gov/SAM/>.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

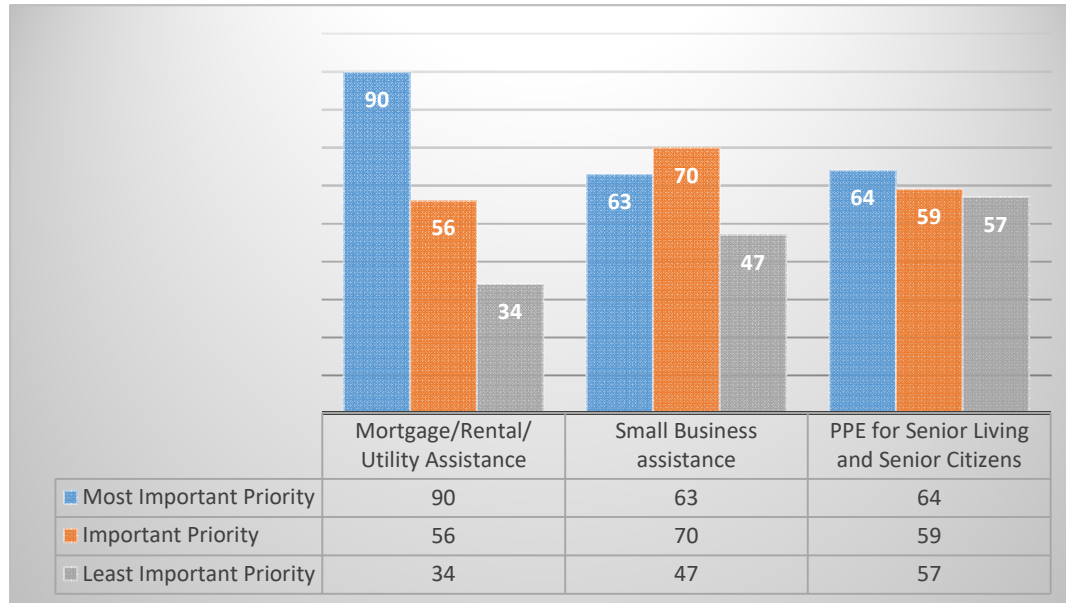
Sincerely,

A handwritten signature in black ink, appearing to read 'John Gibbs', with a stylized, cursive script.

John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development

# Survey Results

Missouri City staff developed a survey to obtain citizen feedback on use of CARES Act funds. The survey was released on August 12, 2020 and closed on September 1<sup>st</sup>. During this period we received 180 responses from the public. Please see the graph below for the results.



In the survey, citizens had the opportunity to include open ended responses to identify any additional uses of the CARES Act funding. Responses are prioritized based on the number of times the program was requested.

	Allowable	Unallowable	Comments
Mortgage assistance	X		Chart updated to include Mortgage assistance with Rental and utility
PPE and Food Assistance for citizens	X		Citizens want PPE, disinfectant and food assistance
Hazard Pay for Public Safety ( Fire and PD)	X		hazard pay may be covered for employees who job included performing a hazardous task related to COVID. Across the board hazard pay is not allowable.
Waive HOA Fees/ Freezing or lowering taxes		X	Not allowable under CARES act
Assistance with healthcare/prescriptions and screenings		X	This funding is only to be used on COVID specific expenses
Child Care assistance		X	
Planning for returning students to school/ Hazard Pay for teachers		X	FBISD also has received CARES funding to assist with their issues
Safe activities/programs for seniors during COVID			
Sanitization of public spaces	X		
Temperature checking station	X		Project already in works
Campaign to support local businesses. Ongoing job fairs.	X		
Gasoline Assistance		X	Not allowable under CARES act

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

On April 2, 2020, the City of Missouri City received notification of a special allocation to the City's U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) funds that will be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act will provide \$428,210 (\$253,694-CDBG-CV3, 3rd Round; \$174,516-2nd Round) in Community Development Block Grant Coronavirus (CDBG-CV) funds to Missouri City. Similar to CDBG funding, CDBG-CV funds are to be used for activities that support the unique needs of low- and moderate-income persons who have been affected by COVID-19. It is important to note that some standard requirements have been adjusted for this special allocation e.g. there are no percentage caps for the distribution of CDBG-CV funding between different

categories.

The CDBG and CDBG-CV program activities and projects must meet one of the three National Objectives:

- Benefit low to moderate income persons
- Aid in the prevention of slum and blight; or
- Meet an urgent community need (Disaster Relief)

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	284,700	0	273,732	558,432	273,732	Funds will be used for public infrastructure, code enforcement, housing rehabilitation, parks improvements, possible facility improvements, and public services.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Admin and Planning Economic Development Housing Other	428,210	0	0	428,210	0	The purpose of this PY2019 Action Plan Amendment is to include CARES Act Funding resources and activities.

Table 1 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The CDBG Funds will leverage City General Fund and Bond Fund dollars for all infrastructure, parks and facilities projects. CDBG funds will be used to fund the cost of sidewalks and access ways approximately of the costs of parks improvements in CDBG Target Areas.

The housing rehabilitation program is leveraged with the contracted nonprofits providing approximately 75 cents to 1 dollar of additional resources for every dollar of CDBG funds expended. The leveraged funds are from private foundation and individual donations and private corporate grants.

The public service subrecipients provide approximately \$1.50 of additional resources for every dollar of CDBG funds expended. This leverage comes in the form of administrative and operating costs and direct costs to match CDBG dollars per client. The sources of the funds are private individual donations, foundations and corporate donations. Meals on Wheels receives Area Agency on Aging and FEMA funds for the provision of meals and services to the elderly. Child Advocates receives CPS and other state and federal funds for the provision of services to abused and neglected children.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City's parks will be used to address the recreational needs identified in the plan. These parks include:

- Sta-mo Park -- 28.6 acre located at 1917 Moore Rd
- Buffalo Run -- 95 acres located at 1122 Buffalo Run Blvd
- Hunter's Glen -- 17.58 acres located at 1340 Independence
- Hunter's Trail -- trails with trailhead located at 1299 Mimosa
- McLain -- 0.7 acres with tennis courts located at 12039 McLain

McLain Park is located in the Fondren Park Target Area and the others are in the Hunter's Glen Target Area.

Cangelosi Watershed detention pond, begun with PY 2012 funding and to continue with non-CDBG funds is located in the Hunter's Glen Target Area.

**Discussion**

The City is committed to using CDBG dollars as leverage for other public and private funds to ensure the sustainability of low- to moderate-income neighborhoods and residents. All of the funded nonprofits providing public services and housing rehabilitation match the CDBG funds with funding from other sources to expand the number of persons served and the level of service provided.



## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
<b>1</b>	Housing Rehabilitation & Minor Paint Program	2013	2017	Affordable Housing	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road	Housing Rehabilitation	CDBG: \$105,518	Homeowner Housing Rehabilitated: 13 Household Housing Unit
<b>3</b>	Parks Improvements	2019	2023	Non-Housing Community Development	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road	Parks Improvements	CDBG: \$25,921	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 3000 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Services to Neglected or Abused Children	2013	2014	Non-Housing Community Development	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road	Services to Neglected or Abused Children	CDBG: \$10,500	Public service activities other than Low/Moderate Income Housing Benefit: 75 Persons Assisted
6	Post Secondary Scholarships	2013	2017	Non-Housing Community Development	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road	Educational Services	CDBG: \$11,205	Public service activities other than Low/Moderate Income Housing Benefit: 8 Persons Assisted
8	Meals on Wheels	2013	2017	Non-Homeless Special Needs Non-Housing Community Development	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road	Senior Services	CDBG: \$10,500	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
10	Code Enforcement	2013	2017	Non-Housing Community Development	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road	Code Enforcement	CDBG: \$51,537	Housing Code Enforcement/Foreclosed Property Care: 500 Household Housing Unit Other: 500 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	Fair Housing	2019	2023	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road	Fair Housing	CDBG: \$1,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4000 Persons Assisted
13	First-time Home Owner Assistance	2019	2023		Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road	First Time Home Buying Assistance	CDBG: \$27,000	Public service activities for Low/Moderate Income Housing Benefit: 3 Households Assisted

**Table 2 – Goals Summary**

## Goal Descriptions

1	Goal Name	Housing Rehabilitation & Minor Paint Program
	Goal Description	CDBG funds of \$95,518 will provide minor to moderate rehabilitation to 10 owner-occupied home, in addition to \$11,000 provide 4 residents with exterior painting improvement of low- to moderate-income.
3	Goal Name	Parks Improvements
	Goal Description	Hunters Glen Park Trail will provide public park improvements within city limits to benefit 3000 persons.

5	<b>Goal Name</b>	Services to Neglected or Abused Children
	<b>Goal Description</b>	Child Advocates of Fort Bend will provide forensic interviews of and counseling to victims of child abuse and/or neglect.
6	<b>Goal Name</b>	Post Secondary Scholarships
	<b>Goal Description</b>	The City will provide scholarships to up to 8-10 high school graduates or students enrolled in college or trade school. A scholarship review committee has been established to review the applications and determine eligibility and rankings.
8	<b>Goal Name</b>	Meals on Wheels
	<b>Goal Description</b>	Fort Bend Seniors will provide hot home-delivered meals to home-bound seniors.
10	<b>Goal Name</b>	Code Enforcement
	<b>Goal Description</b>	The City will continue to assign a code enforcement officer to survey, inspect, and cite properties in the CDBG Target Areas and to represent the City in any legal proceedings and interactions with the property owners who fail to comply.
12	<b>Goal Name</b>	Fair Housing
	<b>Goal Description</b>	Program will affirmatively further Fair Housing by offering educational opportunities to low-to-moderate income persons.
13	<b>Goal Name</b>	First-time Home Owner Assistance
	<b>Goal Description</b>	CDBG Program to offer first time home buyers program to eligible residents in the form of a 5-year forgivable loan not to exceed 5% of the sales price.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City will fund 12 projects plus program administration as follows:

#### Projects

#	Project Name
1	Code Enforcement
2	Housing Rehabilitation
3	Scholarships
4	Child Advocates
5	Meals on Wheels
6	Program Administration
7	Homebuyers Program
8	Edison Arts
9	Residential Paint Project
10	Parks Improvements
11	Fair Housing
12	CDBG CV CARES Act

**Table 3 - Project Information**

#### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The housing rehabilitation, homebuyer program, code enforcement and scholarships are priorities for the city as determined by the results of resident surveys, interviews with stakeholders, staff input, input from the Community Development Advisory Committee and need identified through Census and other quantifiable data.

The two primary obstacles to addressing underserved needs are (1) lack of sufficient resources; and (2) lack of potential non-profit subrecipients to administer public service, homeless, and affordable housing programs.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	Code Enforcement
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Code Enforcement
	<b>Needs Addressed</b>	Code Enforcement
	<b>Funding</b>	CDBG: \$51,537
	<b>Description</b>	During PY2019, the City will assign one code enforcement officer to serve the CDBG Target Areas and to be supported by one or more additional city-wide officers. The activities will include windshield surveys for violations, responding to complaints, in-depth investigations, citing violators, appearing in court when the violations are not resolved.
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Code Enforcement activities expected to assist 2000 housing units/2000 non-residential units.
	<b>Location Description</b>	Program activity will occur in all CDBG target areas within the City Limits.
	<b>Planned Activities</b>	
2	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Housing Rehabilitation & Minor Paint Program
	<b>Needs Addressed</b>	Housing Rehabilitation
	<b>Funding</b>	CDBG: \$95,518

	<b>Description</b>	During PY2019, the City will contract with General Contractors, to provide minor to moderate housing rehabilitation services (\$95,518) to approximately 8 low- to moderate-income owner-occupied housing units throughout the City of Missouri City. The Residential Paint Project will provide 3 residents with exterior painting improvements (\$11,000) to the eligilble housing units.
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Rehabilitate the housing of 10 homes owned and occupied by low- to moderate-income households.
	<b>Location Description</b>	Housing Rehabilitation Program will assist low- to moderate-income households within Missouri City limits.
	<b>Planned Activities</b>	Rehabilitate the housing of 10 homes owned and occupied by low- to moderate-income households.
<b>3</b>	<b>Project Name</b>	Scholarships
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Post Secondary Scholarships
	<b>Needs Addressed</b>	Educational Services
	<b>Funding</b>	CDBG: \$11,205
	<b>Description</b>	During PY2019, the City of Missouri City will award at least 8-10 scholarships to qualified low- to moderate-income students who are pursuing post-secondary education through a trade/technical school, community college, junior college or 4-year university. The amount of scholarship for each student will depend on the costs not covered by other sources and the number of qualified applicants. This is a city-wide project and is managed by the City, with the selection process conducted by a subcommittee of the Community Development Advisory Committee.
	<b>Target Date</b>	9/30/2020



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Provide scholarships to up to 10 youth/young adults attending post-secondary programs
	<b>Location Description</b>	Scholarships will provide services for residents within the Missouri City Limits
	<b>Planned Activities</b>	Provide scholarships to up to 10 youth/young adults attending post-secondary programs
<b>4</b>	<b>Project Name</b>	Child Advocates
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Services to Neglected or Abused Children
	<b>Needs Addressed</b>	Services to Neglected or Abused Children
	<b>Funding</b>	CDBG: \$10,500
	<b>Description</b>	During PY2019, Child Advocates of Fort Bend County will provide counseling, forensic interviewing and advocacy to 75 abused and/or neglected children in Missouri City. This will be a city-wide project.
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Provide funding to Child Advocates of Fort Bend County for a forensic interviewer and a therapist to assist 75 abused and neglected children.
	<b>Location Description</b>	Program will provide services within Missouri City city limits
	<b>Planned Activities</b>	Provide funding to Child Advocates of Fort Bend County for a forensic interviewer and a therapist to assist abused and neglected children.
	<b>Project Name</b>	Meals on Wheels

5	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Meals on Wheels
	<b>Needs Addressed</b>	Senior Services
	<b>Funding</b>	CDBG: \$10,500
	<b>Description</b>	During PY2019, Fort Bend Seniors will provide daily hot home-delivered meals to 25 home-bound elderly residents of Missouri City. the CDBG allocation will cover the cost of the meals, and Fort Bend Seniors will cover the salaries of the drivers, vehicle costs and administrative/operating/overhead costs. Residents city-wide will be served.
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Fund the Fort Bend Seniors to provide hot home-delivered meals to 25 Missouri City elderly
	<b>Location Description</b>	Program will serve seniors and elderly within Missouri City Limits
	<b>Planned Activities</b>	Fund the Fort Bend Seniors to provide hot home-delivered meals to 25 Missouri City elderly residents
6	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Services to Neglected or Abused Children

	<b>Needs Addressed</b>	Housing Rehabilitation Sidewalk Improvements Parks Improvements Storm Drainage & Flood Prevention Water & Wastewater Improvements Services to Neglected or Abused Children Educational Services Subsistence Payments Domestic Violence Assistance Senior Services Health Care Neighborhood Revitalization/Economic Development Transportation Services Public Facility Improvements Code Enforcement Street Improvements Fair Housing First Time Home Buying Assistance
	<b>Funding</b>	CDBG: \$56,940
	<b>Description</b>	Provide program administration for the CDBG program (To include: Salary & Benefits \$41,440, Professional Services \$8000, Travel & Training \$4200, Dues & Subscriptions \$1100, Publication & Delivery Costs \$1200, and Fair Housing \$1000)
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Provide program administration for the CDBG program
	<b>Location Description</b>	
	<b>Planned Activities</b>	Includes all program delivery activities.
<b>7</b>	<b>Project Name</b>	Homebuyers Program
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road

	<b>Goals Supported</b>	First-time Home Owner Assistance
	<b>Needs Addressed</b>	First Time Home Buying Assistance
	<b>Funding</b>	CDBG: \$27,000
	<b>Description</b>	First Time Homebuyer program will offer 5- year forgivable loan to eligible low-to-moderate income residents for down payment and/or closing cost assistance.
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	First Time Homebuyer program will offer 5- year forgivable loan to (3) eligible low-to-moderate income residents for down payment and/or closing cost assistance.
	<b>Location Description</b>	Program services withing Missouri City limits
	<b>Planned Activities</b>	First Time Homebuyer program will offer 5- year forgivable loan to (3) eligible low-to-moderate income residents for down payment and/or closing cost assistance.
8	<b>Project Name</b>	Edison Arts
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Services to Neglected or Abused Children
	<b>Needs Addressed</b>	Educational Services
	<b>Funding</b>	CDBG: \$10,500
	<b>Description</b>	Edison Arts agency provides education summer program for 25 youths from a summer arts repertory perspective for underserved, economically disadvantaged, and foster care youth and teens in low-to-moderate income areas.
	<b>Target Date</b>	9/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Edison Arts to provide education summer program for 30 students of low-to-moderate income
	<b>Location Description</b>	Services for education summer program for students, residents within Missouri City Limits
	<b>Planned Activities</b>	Edison Arts to provide education summer program for students of low-to-moderate income
<b>9</b>	<b>Project Name</b>	Residential Paint Project
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Housing Rehabilitation & Minor Paint Program
	<b>Needs Addressed</b>	Housing Rehabilitation
	<b>Funding</b>	CDBG: \$11,000
	<b>Description</b>	Residential Paint Project will offer exterior painting of single-family residential structures for low-to-moderate income residents.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Residential Paint Project will offer exterior painting of 4 single-family residential structures for low-to-moderate income residents.
	<b>Location Description</b>	Project will service residents within the City of Missouri city limits
	<b>Planned Activities</b>	Residential Paint Project will offer exterior painting of 4 single-family residential structures for low-to-moderate income residents.
<b>10</b>	<b>Project Name</b>	Parks Improvements
	<b>Target Area</b>	Hunter's Glen
	<b>Goals Supported</b>	Parks Improvements
	<b>Needs Addressed</b>	Parks Improvements

	<b>Funding</b>	CDBG: \$25,921
	<b>Description</b>	Hunter Glen Trail Improvements: Improve street crossing and provide 8 ft wide concrete with ADA compliant slope grade from sidewalk (100ft). Improve trail connection surfacing to 8ft wide concrete, approx. 310 ft in distance. Construction of Hunter Glen park loop trail, 25 ft diameter trail connection circle.
	<b>Target Date</b>	8/15/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3000 families will benefit
	<b>Location Description</b>	Hunter Glen Park on Grand Park Dr., Missouri City, TX.
	<b>Planned Activities</b>	Hunter Glen Trail Improvements: Improve street crossing and provide 8 ft wide concrete with ADA compliant slope grade from sidewalk (100ft). Improve trail connection surfacing to 8ft wide concrete, approx. 310 ft in distance. Construction of Hunter Glen park loop trail, 25 ft diameter trail connection circle.
<b>11</b>	<b>Project Name</b>	Fair Housing
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	Fair Housing
	<b>Needs Addressed</b>	Fair Housing
	<b>Funding</b>	CDBG: \$1,000
	<b>Description</b>	Program will affirmatively further Fair Housing by offering educational opportunities to low-to-moderate income persons.
	<b>Target Date</b>	9/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4000 households will benefit.

	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Program will affirmatively further Fair Housing by offering educational opportunities to low-to-moderate income persons.
<b>12</b>	<b>Project Name</b>	CDBG CV CARES Act
	<b>Target Area</b>	Fondren Hunter's Glen Fifth St. Quail Green Court Road Lexington/Murphy Road
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Neighborhood Revitalization/Economic Development Fair Housing
	<b>Funding</b>	CDBG-CV CARES Act: \$428,210
	<b>Description</b>	Amended on October 19, 2020 to add CDBG CARES Funds to the PY2019 Annual Action Plan
	<b>Target Date</b>	12/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 80 qualifying residents may benefit from the proposed programming activities; while approximately 91 business may benefit as small businesses experiencing economic decline and hardship during the COVID-19 global pandemic.
	<b>Location Description</b>	CDBG Target Areas and other outlying areas of the City.
	<b>Planned Activities</b>	Rental and Utility Assistance. Small business assistance.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Low-Moderate Area (LMA) projects (sidewalk improvements and code enforcement) will be directed at CDBG Target Areas. The sidewalk improvements will continue in the Fondren Target Area and code enforcement will be carried out in all Target Areas. Housing rehabilitation and public services will be Low-Moderate Clientele (LMC) and carried out throughout the city for any low- to moderate-income eligible client.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Fondren	20
Hunter's Glen	20
Fifth St.	20
Quail Green	10
Court Road	20
Lexington/Murphy Road	10

**Table 4 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The above percentages for each target areas is an estimation as needs may vary due to differences in geographic size and number of violations. However, Code Enforcement will be carried out throughout all of the CDBG Target Areas.

### **Discussion**

The City is addressing code enforcement throughout all neighborhoods equally, with CDBG funding used only for CDBG Target Areas. The City is focusing its CDBG infrastructure funds on the Fondren Target Area for PY 2019 in order to expand the sidewalk improvements which have begun in that area. Once the area is completed and up to City standard and ADA regulations, funds will be directed to other neighborhoods.



## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

While the City of Missouri City is not a recipient of Federal HOME funding, the City uses between 30% and 35% of its annual CDBG allocation to fund the rehabilitation of homes owned and occupied by low-to moderate-income households. The majority of those households applying for funds are elderly and/or disabled.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 5 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	8
Acquisition of Existing Units	0
Total	8

Table 6 - One Year Goals for Affordable Housing by Support Type

#### Discussion

The funding of housing rehabilitation each year is intended to assist low and moderate income families remain in their homes. Many of the participants assisted are elderly and disabled and often are in need of modifications to their homes to allow for greater accessibility. Elderly and disabled persons are also usually on a fixed income and have limited resources to invest into the repair of their home. These vulnerable populations are in greatest need for housing assistance. It is anticipated that 8-10 homes will be rehabilitated with the \$95,518 for PY19 (\$306,508 including carry-over funds) allocated.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

There is no Public Housing Authority serving Missouri City.

### **Actions planned during the next year to address the needs to public housing**

N/A

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

N/A

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

### **Discussion**

There is not a public housing development or Section 8 HCVs for the Missouri City area.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

For PY 2019, the City will not be allocating funds directly for addressing the needs of the homeless. Agencies serving Missouri City but not requesting CDBG funding that do address the homeless include Fort Bend Family Promise, located in Missouri City; Fort Bend Women's Center; and Park Youth Ranch.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City will not be expending CDBG funds in PY 2019 to reach out to homeless persons, however, it will be collaborating with Fort Bend Family Promise, Fort Bend Women's Center and Park Youth Ranch as well as the Coalition for the Homeless of Houston/Harris County (including Fort Bend County) and Fort Bend County's Community Development Department to enhance its approaches to addressing homelessness and reaching out to the homeless. Additionally, the CDBG staff and consultant will be coordinating with the Missouri City police regarding its processes when detaining homeless individuals.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City will not be expending CDBG funds in PY 2019 to provide shelter or housing to homeless persons, however, it will be collaborating with Fort Bend Family Promise, Fort Bend Women's Center and Park Youth Ranch as well as the Coalition for the Homeless of Houston/Harris County (including Fort Bend County) and Fort Bend County's Community Development Department to enhance the area's approaches to addressing homelessness and identifying appropriate emergency shelters and transitional housing.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City will not be expending CDBG funds in PY 2019 to address the needs of chronically homeless, veterans, unaccompanied youth or others making the transition from shelters or institutions to permanent housing. However, it will be collaborating with Fort Bend Family Promise, Fort Bend Women's Center and Park Youth Ranch as well as the Coalition for the Homeless of Houston/Harris

County (including Fort Bend County) and Fort Bend County's Community Development Department to developing better approaches to addressing homelessness and identifying programs to assist in exiting homelessness and moving into self-sufficiency.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

By rehabilitating homes of the low- to moderate-income, particularly the disabled and elderly, the CDBG program is helping to ensure that the owners will not be forced to abandon their home or for the home to deteriorate to an uninhabitable condition.

By providing literacy, ESL and GED education with CDBG funding, the City will be assisting Literacy Council in preparing clients for employment at a livable wage that will allow them to afford quality housing.

The assistance that Child Advocates gives to abused children and non-offending guardians allows the victims and non-offending family members to stay together in their home or to find suitable safe havens until the offender is removed. Without these services, many parents would opt to move to the streets rather than risk further abuse of their children by the offending party.

Without ESG funding or other funds for homeless prevention or assistance to those being discharged from institutions, the City must rely on the area agencies and to assist in preventing homelessness.

## **Discussion**

None of the three homeless agencies that serve Missouri City opted to apply for Missouri City CDBG funds this year. During the year, the City will work with them to determine their desire to receive CDBG funds and to assist them in identifying other funds to serve Missouri City homeless residents.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The City is committed to addressing barriers to affordable housing and impediments to fair housing choice. Without HOME funding or sufficient CDBG funding to develop affordable housing, the City must rely on developers to produce privately funded or LIHTC-funded new affordable units. The City will use CDBG funds to assist in rehabilitating owner-occupied housing, including making the homes more energy efficient; in code enforcement activities in the Target Areas to maintain the safety and values in the areas; and to improve the sidewalks, making them safer and with ADA-compliant curb cuts in order to improve living conditions and maintain housing values.

During the next year, the City will also develop a draft Fair Housing Ordinance and will update the Analysis of Impediments and Fair Housing Plan.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

As part of the revision of the current Fair Housing Plan, the city will more closely scrutinize all public policies related to affordable and fair housing and will develop strategies with goals and timelines for removing or ameliorating any negative effects of both public and private policies and actions.

The City will review any LIHTC or Housing Trust Fund applications and will approve all that fall within City ordinances and appear to be financially viable. The City will participate in the Regional Collaboration of the Assessment of Fair Housing.

### **Discussion:**

As a suburban city with predominately single family, owner-occupied homes, the City of Missouri City will be focusing its affordable housing activities on homeownership and other affordable amenities to reduce cost burdens to individuals and families. Despite the challenges in developing new affordable housing, the City is working to preserve all of its current stock of affordable housing.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City will focus this next year on residential neighborhood improvements and public services. Through sidewalk improvements and code enforcement, the City will be improving the quality of life of residents of CDBG Target Areas as well as helping to preserve housing values. In addition to area-based improvements and to housing rehabilitation (in the prior section), the City will fund youth enrichment programs, and counseling for abused and neglected children; home-delivered meals for the elderly; and post-secondary scholarships to low- to moderate-income students.

### **Actions planned to address obstacles to meeting underserved needs**

The CDBG funds will be used to:

1. Improve the owner-occupied housing of those who are unable to afford repairs, particularly homes of the elderly and disabled;
2. Improve the health, safety and nutrition of home-bound elderly through home-delivered hot meals and personal contact provided by Meals on Wheels;
3. Improve the health, safety and well-being of children through pediatric healthcare provided by AccessHealth, and forensic interviewing and counseling of abused and neglected children provided by Child Advocates;
4. Provide education enrichment programs for underserved and economically disadvantaged youth and teens ages 7-17.

All of those served will be low- to moderate-income, and based on past years funding these organizations, the vast majority will be minorities -- African American, Hispanic and Asian.

### **Actions planned to foster and maintain affordable housing**

The City will fund 2 non-profits to provide housing rehabilitation for low- to moderate-income homeowners in order to maintain their homes affordably, allowing them to remain in their homes.

### **Actions planned to reduce lead-based paint hazards**

Each of the 8-10 homes that will be rehabilitated will undergo lead-based paint evaluation, regardless of the age of the residents in the home. All of the housing with lead-based paint will be remediated according to federal regulations. Educational materials will be provided to all clients receiving housing rehabilitation. Additionally, the City will request that subrecipients provide lead hazard information to

their clients to reduce not only lead-based paint hazards but health hazards from all lead sources.

### **Actions planned to reduce the number of poverty-level families**

The post-secondary scholarships will greatly enhance the employability and incomes of the low- to moderate-income clients. Additionally, approximately 25% of those young adults applying for scholarships are in households with poverty-level incomes.

### **Actions planned to develop institutional structure**

During the next year, the City will continue to review/evaluate/improve its policies and procedures in managing the CDBG program. The Community Development Advisory Committee will receive additional training on CDBG regulations and project eligibility. The Development Services Department will provide additional information to other departments regarding eligibility of projects and better ways to manage projects funded through CDBG. Additionally, the Development Services and Finance Departments will strive to work more closely together in making the financial processes of CDBG more efficient.

The CDBG consultant will provide additional no-cost technical assistance to all subrecipients and all non-profits seeking CDBG funding from Missouri City. By improving the institutional structure of the subrecipients, the City will improve the overall institutional structure of the program.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

There is no public housing in Missouri City, nor is there a Section 8 HCV program. The City will reach out to the LIHTC properties to provide technical assistance to the managers to help residents, particularly the elderly and disabled, in accessing social services. Community Redevelopment Corporations and State CHDOs that purchase foreclosed properties for rehabilitation and sale at affordable housing prices will be encouraged and the City will work to coordinate with them and facilitate their activities.

Monitoring of subrecipients has proven to be an excellent way to enhance coordination with CDBG-funded agencies. On-site monitoring includes technical assistance and discussions of methods of inter-agency collaboration and coordination.

The United Way of Greater Houston hosts monthly meetings in Fort Bend County to enhance inter-agency coordination among United-Way funded agencies as well as other social service providers. The

City will ensure that a representative attends these meetings.

**Discussion:**

Unlike large cities such as Houston, Fort Bend County including Missouri City, is suburban in nature and there are fewer social service and housing agencies providing assistance to the low- to moderate-income. The City will make every effort possible to identify through agencies within the county that do or can serve Missouri City residents and will facilitate services to Missouri City as much as possible.



## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction:

The City will receive no program income and will direct its CDBG funding to low- to moderate-income individuals and areas. All activities involving low-mod clientele (LMC) will serve only low- to moderate-income, including extremely low-income. Area benefits (LMA) will serve CDBG Target Areas with a focus in code enforcement on assisting low- to moderate-income in code compliance and activities that will further reduce blight and deterioration.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**Housing Trust Fund (HTF)**  
**Reference 24 CFR 91.220(I)(5)**

1. Distribution of Funds

- a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).
  
- b. Describe the jurisdiction's application requirements for eligible recipients to apply for HTF funds.
  
- c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.
  
- d. Describe the jurisdiction's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low-income and minority concentration) in which it will direct assistance during the ensuing program year.
  
- e. Describe the jurisdiction's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

f. Describe the jurisdiction's required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.

g. Describe the jurisdiction's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.

h. Describe the jurisdiction's required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

i. Describe the jurisdiction's required priority for funding based on the location of existing affordable housing.

j. Describe the jurisdiction's required priority for funding based on the extent to which the application makes use of non-federal funding sources.

2. Does the jurisdiction's application require the applicant to include a description of the eligible activities to be conducted with HTF funds?

3. Does the jurisdiction's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements?

4. **Performance Goals and Benchmarks.** The jurisdiction has met the requirement to provide for performance goals, consistent with the jurisdiction's goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

5. **Rehabilitation Standards.** The jurisdiction must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project

completion. The jurisdiction's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The jurisdiction must attach its rehabilitation standards below. If the jurisdiction will not use HTF funds for the rehabilitation of housing, enter "N/A".

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

**6. Resale or Recapture Guidelines.** Below, the jurisdiction must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

**7. HTF Affordable Homeownership Limits.** If the jurisdiction intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

**8. Limited Beneficiaries or Preferences.** Describe how the jurisdiction will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the jurisdiction will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the jurisdiction must not limit or give preferences to students. The jurisdiction may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303 only if such limitation or preference is described in the action plan.

**9. Refinancing of Existing Debt.** Enter or attach the jurisdiction's refinancing guidelines below. The

guidelines describe the conditions under which the jurisdiction will refinance existing rental housing project debt. The jurisdiction's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the jurisdiction will not refinance existing debt, enter "N/A."

<TYPE=[section 9 end]>

### **Discussion:**

The City will receive no program income during PY 2019 and will expend an estimated 100% of its PY 2019 funds on low- to moderate-income. The City will ensure that 100% of the housing rehabilitation and public service allocations will be for low- to moderate-income. Additionally, the sidewalk projects and parks and recreation improvements will be conducted in a low- to moderate income neighborhood as will all code enforcement activities.

# CARES ACT Council Update

Eugene Campbell, Jr. Fire Chief  
Trameka Jewett, Emergency Management Coordinator  
Spurgeon Robinson, MPACT Strategic Consulting LLC.



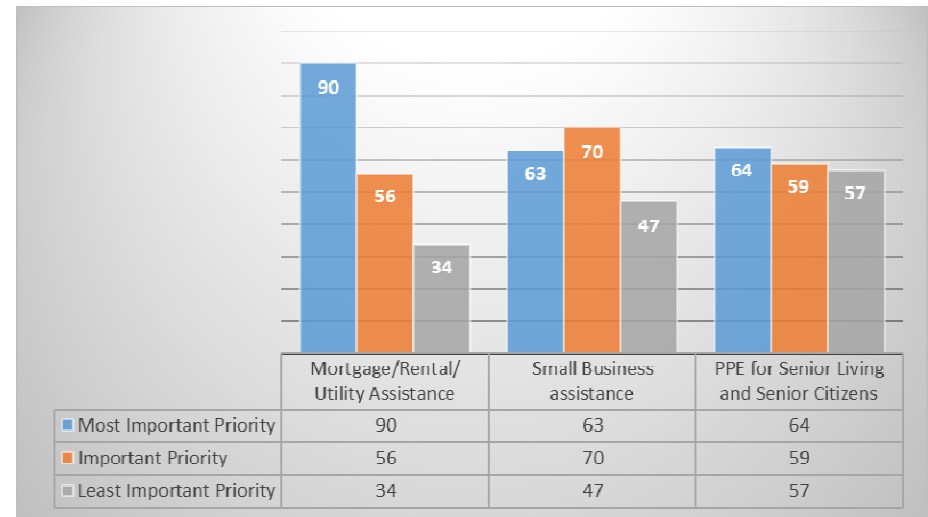
# CARES ACT Status Update

## August 3, 2020: Council Approval

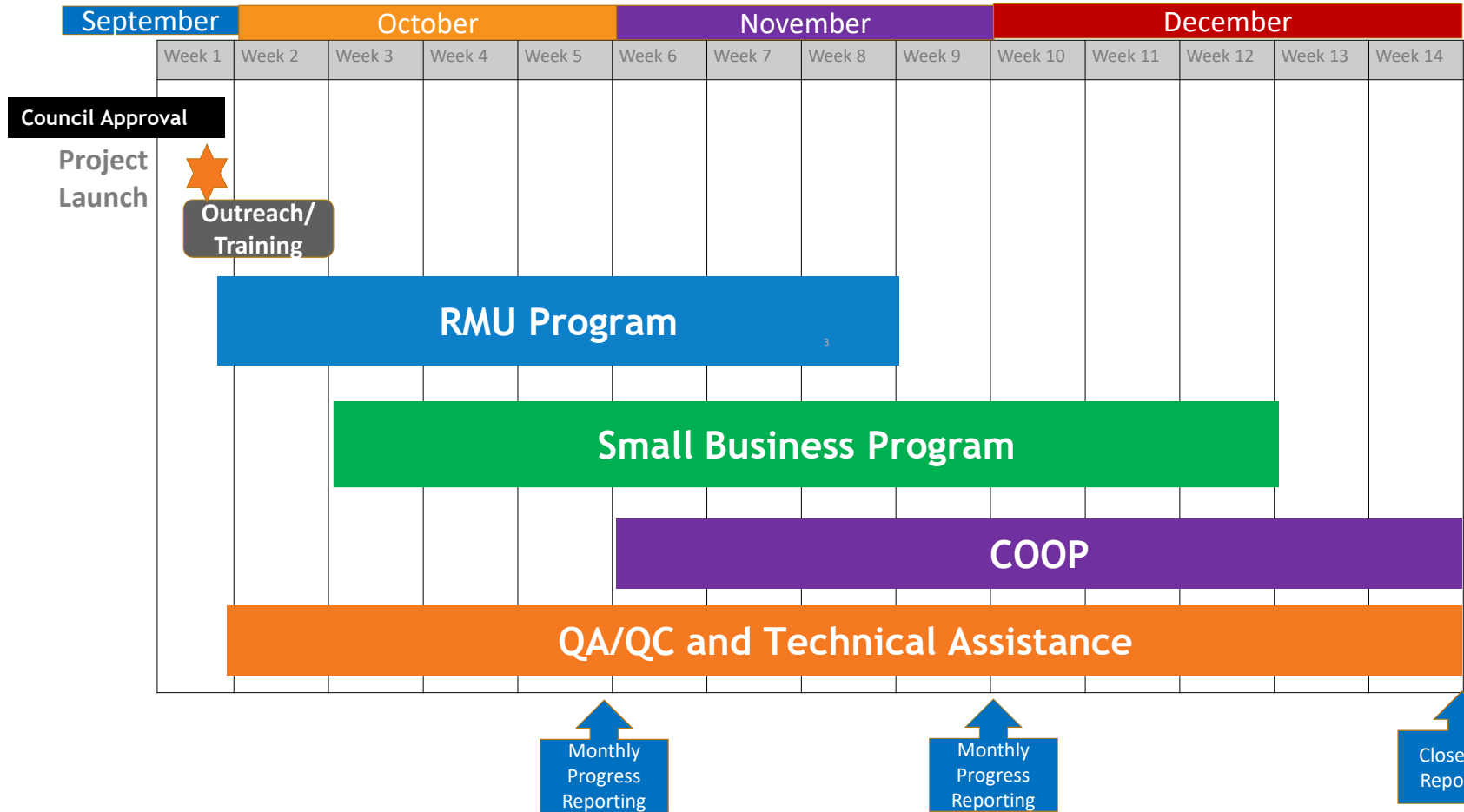
Council Approve staff to begin the process to implement CARES Act Projects and begin submitting for reimbursement.

## September 8, 2020: Community Engagement

Missouri City staff developed a survey to obtain citizen feedback on use of CARES Act funds. The survey was released on August 12, 2020 and closed on September 1st. During this period we received 180 responses from the public.



# CARES Act Project Implementation Support Activities and Technical Assistance





## Rental, Mortgage and Utility (RMU) Assistance Program

### Missouri City Facts:

- Median Household Income for Missouri City: 90,335 (Estimates as of July 1, 2019) Source US Census
- Houston-Sugar Land Baytown Unemployment Rates: 9.4% ( July 2020) Source: Bureau of Labor Statistics
- 80% Median Income Levels ( Source: HUD ) This number is based on Houston MSA Rates for the region
- 120% Median Income for Missouri City Income Level (\$90,335.00): \$108,402 – SOURCE??

80% Average  
Median Income

Annual Limit

Monthly Limit

Persons in Family							
1	2	3	4	5	6	7	8
\$ 44,150	\$ 50,450	\$ 56,750	\$ 63,050	\$ 68,100	\$ 73,150	\$ 78,200	\$ 83,250
\$ 3,679	\$ 4,204	\$ 4,729	\$ 5,254	\$ 5,675	\$ 6,096	\$ 6,517	\$ 6,938

120% Average  
Median Income

Based on HUD 80 % and calculated to 120%

Annual Income

Monthly

Persons in Family							
1	2	3	4	5	6	7	8
\$ 61,810	\$ 70,630	\$ 79,450	\$ 88,270	\$ 95,340	\$ 102,410	\$ 109,480	\$ 116,550
\$ 5,151	\$ 5,886	\$ 6,621	\$ 7,356	\$ 7,945	\$ 8,534	\$ 9,123	\$ 9,713



## RMU Prioritization - Recommendations

	Priority Category	Pros	Considerations
1	Immediate Evictions / Lockouts	<ul style="list-style-type: none"> <li>• Keeps residents in their dwelling that are most at-risk of homelessness</li> <li>• Assists the most at risk residents</li> <li>• Meets the city's public mission and CARES Act requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Landlords must agree to not evict.</li> <li>• Client could be in similar situation month to month.</li> <li>• May need other long-term social service assistance to avoid potential homelessness.</li> <li>• Would only become a priority based upon notification and verification by the resident and landlord/mortgage owner.</li> </ul>
2	<p>LMI Households with elderly occupant (65+ years or older) and/or small children (under 12 years of age)</p> <p>Household income must be <b>120%</b> AMI or below based on HUD standard.</p>	<ul style="list-style-type: none"> <li>• Prioritizes elderly and senior citizens who may be vulnerable without housing assistance.</li> <li>• Would prevent risk of not having funds for potentially other medical needs.</li> <li>• Prevents disruption to children and school.</li> <li>• Allows families to allocate more funds towards care for their small child(ren)</li> </ul>	<ul style="list-style-type: none"> <li>• LMI determination will require collection of tax and income information.</li> <li>• Verified by either 2019 IRS tax return or most recent monthly income.</li> <li>• Verification will be based on accuracy of information received.</li> <li>• Verification increases timeline for providing assistance.</li> <li>• Will have to verify resident is not receiving assistance from any other similar program.</li> </ul>

## RMU Prioritization - Recommendations

	Priority Category	Pros	Considerations
3	LMI Households-Household income must be <b>120% AMI</b> or below based on HUD standard.	<ul style="list-style-type: none"> <li>• Consistent with HUD standards and LMI requirements for housing assistance.</li> <li>• Prioritizes most economically at-risk or low-income residents</li> <li>• Meets the city's public mission and CARES Act requirements</li> </ul>	<ul style="list-style-type: none"> <li>• LMI determination will require collection of tax and income information.</li> <li>• Verified by either 2019 IRS tax return or most recent monthly income.</li> <li>• Verification will be based on accuracy of information received.</li> <li>• Verification increases timeline for providing assistance.</li> <li>• Will have to verify resident is not receiving assistance from any other similar program.</li> </ul>
4	Households above <b>120% AMI</b> based on HUD standard	<ul style="list-style-type: none"> <li>• Allows all residents to benefit from CARES Act and program funds</li> <li>• Assists residents who have been impacted by COVID-19 but where not LMI prior to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• Verification will require collection of tax and household information.</li> <li>• Verified by either 2019 IRS tax return or most recent monthly income.</li> <li>• Verification will be based on accuracy of information received.</li> <li>• Will have to verify resident is not receiving assistance from any other similar program.</li> </ul>

Recommended approach is to follow the prioritization as presented in order until all funds are exhausted and allocated to the residents of Missouri City. The resident's primary residence must be in the city limits of Missouri City.

Strictly Confidential – Not to be shared, copied or distributed without written consent of **6**MPACT

## Rental, Mortgage and Utility Assistance Program

### Missouri City Facts:

- Median Household Income for Missouri City: 90,335 (Estimates as of July 1, 2019) Source US Census
- Houston-Sugar Land Baytown Unemployment Rates: 9.4% ( July 2020) Source: Bureau of Labor Statistics
- 80% Median Income Levels ( Source: HUD ) This number is based on Houston MSA Rates for the region
- 120% Median Income for Missouri City Income Level (\$90,335.00): \$108,402 – SOURCE??

80% Average  
Median Income

Annual Limit

Monthly Limit

Persons in Family							
1	2	3	4	5	6	7	8
\$ 44,150	\$ 50,450	\$ 56,750	\$ 63,050	\$ 68,100	\$ 73,150	\$ 78,200	\$ 83,250
\$ 3,679	\$ 4,204	\$ 4,729	\$ 5,254	\$ 5,675	\$ 6,096	\$ 6,517	\$ 6,938

120% Average  
Median Income

Based on HUD 80 % and calculated to 120%

Annual Income

Monthly

Persons in Family							
1	2	3	4	5	6	7	8
\$ 61,810	\$ 70,630	\$ 79,450	\$ 88,270	\$ 95,340	\$ 102,410	\$ 109,480	\$ 116,550
\$ 5,151	\$ 5,886	\$ 6,621	\$ 7,356	\$ 7,945	\$ 8,534	\$ 9,123	\$ 9,713



## Small Business Emergency Grant Assistance Program

---



**Fort Bend County has allowed local cities and municipalities within the County to use an allocated portion of the CARES Act funding to provide services and projects that would provide direct benefit and aid to the local residents inside the County.**

### **These funds will allow the City to:**

- Assist Missouri City Small Businesses that are struggling with operating costs, revenue reductions and reduced patronage due to the COVID-19 pandemic.
- Reduce the burden of grant administration.
- Provide direct impact to the local community based on local needs and priorities.
- Allocate funds according to specific CARES Act guidelines and avoid duplication on benefit.



## Small Business Emergency Grant Assistance Program

---



### Proposed Use of CARES Act Funds

The City has elected to use approximately \$1 Million of the fund allocation for small businesses to assist with commercial leases, rent or mortgage.

**Funds will be on a first –come, first serve basis.**

### ELIGIBILITY

- Must be located within the incorporated area of Missouri City, Texas.
- Must have been in business for the entire calendar year of 2019 and remain operational through December 30, 2020.
- Must be a small business based on the following:
  - ❖ 1 -50 FTEs (employees and contractors; but 1FTE must be a W2 employee or the Owner)
  - ❖ 2019 gross revenue of at least \$25K and no more the \$5 Million
- Must have a valid commercial lease or mortgage that was in effect prior to March 1, 2020.
- No outstanding tax liens, debts, delinquencies, suspensions or judgments.
- Vendors must not be debarred or suspended.
- Must not have received or applied to receive any other COVID-19 assistance for mortgage, rent or leases (for the period of October, November or December).



## Small Business Emergency Grant Assistance Program

---



### Proposed Use of CARES Act Funds

The City has elected to use approximately \$1 Million of the fund allocation for small businesses to assist with commercial leases, rent or mortgage.

**Funds will be on a first –come, first serve basis.**

### USES

- Can apply for payment(s) for the business's commercial lease, rent or mortgage only.
- Can only be used for principal and interest amount only.
- Must not be currently enrolled in Fort Bend County program or any COVID-19 assistance program and have used the funds for lease, rent or mortgage assistance.
- Payment will be made to landlord or mortgage company only with a completed W9.
- Must provide documentation and confirmation of expenditures.



# Questions/ Recommendations







## Agenda Item Cover Memo October 1, 2020

**To:** Community Development Advisory Committee  
**Agenda Items:** **4.b. Program Year 2020 Action Plan**  
1. CDBG Program Year 2020 Applications & Funding Preparation  
2. Future CDAC Agenda Scheduling/Public Hearing Schedule  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

### SYNOPSIS

The PY2020 CDBG application period for scholarships, agencies and housing rehabilitation began May 8, 2020. On that date residents and agencies may obtained applications from the City's web site, <http://www.missouricitytx.gov> or in-person at the City's Development Services Department, 1522 Texas Parkway, Missouri City, TX 77489. Deadline for completed applications was July 3, 2020 (accepted on Monday due to holiday).

This item allows the Committee to review the agency applications for funding and to recommend the projects to be funded and the amount of funding for the PY20 Action Plan. The City will be in its second year of the 2019-2023 Consolidated Plan.

### BACKGROUND

#### **2020 Annual Action Plan**

The City full-year allocations for the Office of Community Planning and Development's (CPD) formula Community Development Block Grants Program (CDBG) for PY 20 is \$296,662.00.

- **PY20 Sub-recipient Projects:** Fort Bend Seniors Meals on Wheels and Edison Arts projects are the only three (3) received subrecipient applications. Applications and Evaluation Forms are provided following this cover for committee consideration.
- **PY20 Scholarships:** Only 3 application were received at deadline. Last year scholarships were awarded at \$1,867.50 each.
- **PY20 Code Enforcement:** The PY 2020 Code Enforcement application was received. Evaluation Form and Quarterly Code Enforcement Reports follow this cover.
- **PY20 First Time Homebuyers Program:** This project is underway. The CDBG program is working with local title agencies and real estate agents to provide homebuyers counseling workshop. Notice of program and applications will be released to the public during the spring application season.
- **PY20 Residential Paint Project:** This project is underway. The CDBG program have partnered with Code Enforcement and local businesses to provide paint and materials to supplement project resources. Notice of project will be released to the public during the spring application term.

- **PY20 Residential Housing Rehabilitation Program: Seven (7) applications were received. Processing will begin immediately after Action Plan approval.**

The City has implemented several options regarding fulfilling its citizen participation obligations to obtain input from citizens, public agencies and other interested parties:

1. Publication of notice of public hearings in the Fort Bend Herald Newspaper
2. Publication of notice on the City's Website, City Hall bulletin and Library postings
3. News release circulated via City-wide communication tools and outlets
4. 2- Pre-application Virtual Information Sessions were held.

The following sample budget parameters are suggested by staff for consideration (Please refer to the worksheet next sheet for recommended activities and sample funding allocations):

**Sample Budget: PY2020 (City FY 2020-2021)**

**Public Service Activities**

**Funding Allocation (Cap: 15% of total funding)**

• Agency	\$	
• Agency	\$	
• Agency	\$	
• Agency	\$	
• Educational Scholarships	\$	
<b>Total:</b>		<b>\$ 44,499.30</b>

**Non-Public Service Activities**

**Funding Allocation**

• Community Dev. Project/ New Program	\$	
• Parks/ New Program	\$	
• Infrastructure	\$	
• Housing Rehabilitation	\$	
• Code Enforcement	\$	51,537.00
• Administration (Cap: 20% of total funding):	\$	59,332.40
<b>Total:</b>		<b>\$ \$296,662.00 (PY20 Allocation)</b>

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. Approved PY20 Budget and Proposed Worksheet

**STAFF'S RECOMMENDATION**

Staff recommends that the CDAC Committee review supportive documentation and recommend funding of PY 20 public service and non-public service activities in accordance with HUD's national objectives. The PY2020 Action Plan draft will remain

available for review, comments and editing until final approval by Council on August 17, 2020, in the 2nd of two Public Hearings.

### **2020 Annual Action Plan Preparation**

The Budget Worksheet is provided below as a tool to see the overall activities that could possibly be funded for PY2020/FY2020 during the City's budgeting process. This will aid us in determining activities as part of the new PY 2020 Action Plan submission due August, 2020.

<b>FY 21 Proposed Budget</b>	<b>Public Services Activity (15% Cap=\$44,499.30)</b>
\$13,000.00	Post-secondary Scholarships for College or Technical School Students
\$15,749.65	Agency 1
\$15,749.65	Agency 2
<b>\$44,499.30</b>	<b>Total</b>
	<b>Housing Rehabilitation Program</b>
<b>\$95,518.00</b>	Owner Occupied Housing Rehabilitation
<b>\$38,000.00</b>	Non-Public Service Activity (1st Time Homebuyer Program \$27,000/ Residential Paint Project \$11,000)
	<b>Public Facilities and Neighborhood Facilities</b>
	N/A
	<b>Code Enforcement Activity</b>
<b>\$51,537.00</b>	Code Enforcement
	<b>Economic Development</b>



	<b>Program Administration (20% Cap= \$59,332.40)</b>
\$ 41,440.00	Salary & Benefits
\$ 10,092.40	Professional Services/ Consulting
\$ 4,300.00	Travel & Training
\$ 1,100.00	Dues & Subscription
\$ 1,400.00	Publication & Delivery Cost
\$ 1,000.00	Fair Housing Activity(s)
<b>\$59,332.40</b>	<b>Total</b>
	<b>Available Resources</b>
<b>\$296,662.00</b>	PY 2020 HUD Allocation

**Proposed CDBG, PY2020 Program /Agenda Schedule:**

October 15, 2020	Possible CDAC Zoom Meeting
November 2, 2020	Draft PY2020 Action Plan released for 30-day Public Input
November 16, 2020	First City Council Public Hearing PY2020 Action Plan
December 7, 2020	2 <sup>nd</sup> Public Hearing, Final Council Action (Submitted to HUD).

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. None.

**STAFF'S RECOMMENDATION**

Staff recommends the CDAC Committee receives listed updated by the Development Services Department, and determines meeting schedule and program preparation guidance.

**Agenda Item Cover Memo  
October 1, 2020**

**To:** Community Development Advisory Committee  
**Agenda Items:** Project Updates (Cont.):  
6.b. Code Enforcement: Update  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

**SYNOPSIS**

The Missouri City Police Department provides the code enforcement activity only in the area as designated by the CDBG district to combat Code Violation and health and safety regulations.

Code Enforcement quarterly reports were not forwarded to the CDBG Division upon agenda release; however, Staff has invited Code Enforcement to attend the October 1, 2020 meeting.

**BACKGROUND**

The Missouri City Police Department requested continual funding of a Full-time Code Enforcement Officer. This officer would only be used in the designated CDBG area. The responsibilities would include, enforcing all Municipal Code Violations, interacting and assisting HOA's, appearing and testifying in court and community outreach and public administration.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. None.

**STAFF'S RECOMMENDATION**

Staff recommends the CDAC Committee receive update from Code Enforcement.



**Agenda Item Cover Memo**  
**October 1, 2020**

**To:** Community Development Advisory Committee  
**Agenda Item:** 8. Public Comment  
**Submitted by:** Otis T. Spriggs, AICP, Director of Development Services Department

**SYNOPSIS**

This item allows the opportunity for the public to address the CDAC on agenda items or concerns not on the agenda. Those wishing to speak must request permission from the Chair prior to the beginning of the meeting, and observe a three-minute time limit.

**BACKGROUND**

Per the Citizen Participation Plan, the City of Missouri City is committed to involving all residents in the development of its programs, especially those utilizing federal or state funds. During the first funding year of the Community Development Block Grant (CDBG) Program, the City of Missouri City established a Community Development Advisory Committee, with members appointed by the Mayor for the purpose of providing direction to the distribution of the CDBG funds. The CDAC is generally comprised of at least 2 City Councilmembers, 2 former City Councilmembers, and 4 City residents each representing a different quadrant of the City. Pertinent City staff members and the contract CDBG management consultant serve as non-voting members of the committee to provide information regarding CDBG and City regulations. Notices for all CDAC meetings are posted at least 72 hours in advance and meetings, held on weekday evenings, are open to the public.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

None

**STAFF'S RECOMMENDATION**

Receive any public comments.